

DELANO JOINT UNION HIGH SCHOOL DISTRICT

ATHLETIC HEAD COACH

JOB SUMMARY:

Under the supervision of the principal or administrative designee, is directly responsible for the organization and administration of the particular sport and ensures that all rules and regulations of the California Interscholastic Federation, league, school and athletic department are being followed.

REQUIRED QUALIFICATIONS:

1. Credential: California teaching credential that authorizes secondary instruction grades 9-12 preferred. Title V requirements and board policies requirements for coaches must be met.
2. Education: Bachelor's degree preferred. Training in assigned sport and additional training as required under Title V.
3. Experience: Background and/or working knowledge of the particular sport being supervised. Experience as head coach preferred.
4. Personal Qualities: Ability to coordinate an entire program. Supervises and coaches players, communicates with students and the community.

ESSENTIAL FUNCTIONS OF THIS POSITION:

- A. Implements and administrates a sound, basic, and well-organized program in his/her sport at all levels.
 - B. Directs all assigned assistant coaches.
 - C. Supervises all assigned athletes, in his/her sport, during all practice sessions and games, as well as in transit, and in the locker room.
 - D. Assumes responsibility for the actions of the assistant coaches and of all athletes under his/her supervision.
 - E. Teaches and exemplifies good sportsmanship.
 - F. Encourages student participation and makes a conscientious effort to retain athletes in his/her sport and in the total athletic program.
 - G. In cooperation with the principal or administrative designee and the Athletic Director, aids in the selection and assignment of assistant coaches.
- Delegates duties of his/her assistant coaches.
- I. Organizes practice sessions and sees that these sessions conform with reasonable and legal time limitations.

- J. Has a working knowledge of all rules and regulations of his/her sport and is charged with informing assistant coaches of all rules and regulations.
- K. Has a teaching knowledge of techniques and skills of his/her sport.
- L. Completes and submits to the Athletic Director an inventory of all equipment assigned to his/her sport within two weeks of the completion of the sport.
- M. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. The applicable number from the chart below best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

- | | |
|---------------------------|--------------------------------|
| 1. Seldom = Less than 25% | 3. Often = 51 - 75% |
| 2. Occasional = 25 - 50% | 4. Very Frequent = 76% & above |

- 2 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand and circulate for extended periods of time.
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop and kneel, crawl, push, pull.
- 2 g. Ability to lift 20 lbs.
- 2 h. Ability to carry 20 lbs.
- 4 i. Ability to reach in all directions.

OTHER RELATIVE FUNCTIONS OF THIS POSITION:

1. Encourages athletes to participate in other sports and not just in his/her own.
2. Assists the Athletic Director in preparation of his/her budget for his/her sport.
3. Recommends the purchase of new supplies and equipment for his/her sport to the Athletic Director.
4. Assists the Athletic Director in preparation of athletic contest schedules and transportation schedules.
5. Maintains and protects all equipment assigned to his/her sport.
6. Keeps records and submits reports as required by the Athletic Director.
7. Serves on committees and attends meetings as required by the Athletic Director.
8. Maintains an accurate and current team roster and has in his/her possession during all practices and games emergency forms.

9. Accepts responsibility in seeing that the athletes in his/her sport dress appropriately when appearing in public as a member of their athletic team.
10. Accepts responsibility for the safe use of the facility, used for his/her sport, and that the facility is secured after each use.
11. Makes a conscientious effort to maintain good public relations in the school and community.

Continued employment in this position will be based upon successful performance as demonstrated through the evaluation procedures of the respective program as established for the District in the collective bargaining agreement. The individual involved in this position will also follow District board policies and state laws.

Employee: _____ Date: _____

District Authorized
Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.